



SUFFOLK COUNTY SHERIFF'S OFFICE

Vincent F. DeMarco, Suffolk County Sheriff

Due to an anticipated job vacancy, the Suffolk County Sheriff's Office is seeking qualified executive-level applicants for the position of Undersheriff. The work involves responsibility for assisting the Suffolk County Sheriff with the overall administration of the Sheriff's Office, which employs more than 1200 sworn and civilian personnel. The position is in the exempt class and the appointee serves at the pleasure of the Sheriff.

Qualified candidates will go through a rigorous vetting process and must have the following qualifications:

- A minimum of 15 years of full-time law enforcement experience
- Experience in managing confidential and large-scale investigations, and have a demonstrated ability to work with local, state and federal criminal justice agencies
- Experience in long-range agency planning, and in developing and implementing agency policies and procedures
- The ability to express ideas, policies and other matters professionally in the written and verbal form
- Experience in interacting with elected officials, department heads, and the public
- Bachelor's degree from an accredited college or university (Juris Doctorate preferred, although not a requirement)

The Undersheriff is expected to perform the following duties:

- Assume the responsibilities of the Sheriff in his absence
- Provide direct oversight of the Sheriff's Office's managerial and senior supervisory law enforcement personnel, under the overall supervision of the Sheriff
- Responsibility for enforcing agency rules and regulations, including disciplinary matters, and assist the Sheriff with maintaining order and the efficient operation of all aspects of the Suffolk County Sheriff's Office
- Exercise strong leadership by encouraging professionalism and adherence to a high level of ethical standards throughout the organization
- Supervision and command of the Internal Affairs Bureau, Internal Security Unit, Gang Intelligence Unit and Criminal Investigations Bureau
- Perform specific duties as assigned by the Sheriff

Candidates who believe they have the necessary qualifications are encouraged to submit their resume with a cover letter by June 10, 2016 to Sheriff Vincent F. DeMarco, Suffolk County Sheriff's Office, 100 Center Drive, Riverhead, NY 11901. The salary is \$128,673.

Suffolk County is an equal opportunity employer.